

EEO CRITICAL ELEMENT
GM/GS/WS CODE 2 - MANAGERS AND SUPERVISORS (CC T42 CRS)
PROMOTING EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND WORK
FORCE DIVERSITY PROGRAMS

Critical Element:

Through both personal leadership and appropriate managerial actions, management officials shall proactively support and promote Departmental and NIH EEO and Work Force Diversity Programs designed to achieve the following:

Performance Standards:

1. Addresses EEO Complaints and employee issues in a timely and effective manner.
2. Supports and actively participates in the implementation of the IC's Affirmative Action Plans, programs and initiatives that address the under-representation of minorities, women and persons with disabilities.
3. Provides equitable training and career development opportunities and performance awards for staff at all grade levels (examples – use of IDPs, equitable allocation of available training funds).
4. Establishes a fair and equitable work environment by encouraging the use of problem solving and alternate dispute resolution processes.
5. Promotes a zero tolerance policy for harassment and discrimination.
6. Supports EEO and Work Force Diversity programs by providing leadership, allocating adequate staff, fiscal resources and supporting staff participation in these programs.
7. Responds to requests for reasonable accommodations from persons with disabilities in accordance with Federal laws, regulations and NIH policies.